

# **Request for Proposal Process**

## **PERSONNEL PREPARATION Special Education Services, USOE**

Project Priorities for Improving Results for Children with Disabilities

**Notification Date: November 3, 2008**

**Letter of Intent Due Date: December 1, 2008**

**Proposal Notification Date: December 12, 2008**

**Proposal Due Date: January 16, 2009**

**Initial Notification Date: February 13, 2009**

**Final Notification Date: March 13, 2009**

**Funds Available: July 1, 2009**

**Grant Evaluation Due: September 1, 2010**

**Eligible Applicants:** Projects may be proposed by Utah Institutions of Higher Education.

**Anticipated Number of Awards 2009-2010**

Personnel Preparation: 10-12 projects, Total Funds available approximately \$1,100,000. Final funding amounts will depend on Federal allocations to Utah.

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### **Background:**

The Special Education Section of the Utah State Office of Education is requesting a letter of intent for proposed discretionary projects. This will assist us in addressing our most critical priorities in the upcoming year. Using this information will also provide preliminary budget information for our fiscal planning. Enclosed is information related to the State Office of Education priorities for Fiscal Year 2009-2010.

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**State Performance Plan Indicators**

**Utah Criterion-Reference Test Results**

**Utah Accountability Information Aggregate Report 2007-08 School Year**

## **Priority: Personnel Preparation**

Develop, implement, and evaluate a system for ensuring recruitment, employment, and retention of highly qualified staff.

Utah has experienced persistent shortages of special education teachers and related services personnel. Many Utah Local Education Agencies (including charters) continue to employ significant numbers of special education teachers on letters of authorization in hard-to-staff classrooms and schools. Pressure caused by these shortages is compounded by the No Child Left Behind Act and IDEA 2004 requiring all states to have a fully licensed teacher in every classroom.

The purpose of this priority is to support projects that will improve and/or develop programs that provide personnel preparation for special education teachers and related servers to enhance the supply of highly qualified and highly skilled personnel serving Utah's students with disabilities. Projects funded under this priority will offer programs through alternative routes to licensure, distance outreach, or other non-traditional methods of personnel preparation.

To be considered for funding, all applicants must include the following:

- a) How their project will contribute to increasing the number of highly qualified educators for students with disabilities in Utah.
- b) How their project will collaborate with Utah LEAs and the USOE and, as a result of that collaboration, build capacity.
- c) How their project aligns with Utah State Office of Education State Performance Plan (SPP).
- d) How their project will use effective, research-based training practices and methods.
- e) How their project will train prospective educators to use scientifically validated interventions and instructional procedures for students with disabilities.
- f) How their project will improve outcomes for students with disabilities.
- g) How their project will use other funding sources and in-kind resources to leverage state funds.
- h) How project results can be disseminated statewide.

For Additional Information Contact Bruce Schroeder, Project Director.  
801.538.7580 [bruce.schroeder@schools.utah.gov](mailto:bruce.schroeder@schools.utah.gov)

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## **Personnel Preparation Discretionary Grants 2009**

**Step 1: Submit a one page** “letter of intent” indicating interest & topic due by 5 PM December 1, 2008. Letters must include the following and be limited to **one page** in length for each proposed project.

- Name and address of the IHE, along with the name and phone number of a contact person.
- An **abstract** of the proposed project including (1) the personnel need(s) being addressed, (2) proposed audience & partners, (3) nature and extent of project activities, (4) description of outcomes, (5) estimated costs.

Letters will be reviewed, applicants with high ratings will be asked to submit a full proposal.

**Send proposal letter of intent to:**

**Nan Gray, Director Special Education  
Utah State Office of Education  
P.O. Box 144200  
250 East 500 South  
Salt Lake City, Utah 84114-4200**

(801) 538-7991 (FAX)

**Step 2:** After receiving an invitation in response to the letter of intent, submit full application (due January 16, 2009).

Stakeholder panel review and funding selected projects (February 4, 2009). Grantees will be notified on or before February 13, 2009 with any changes or adjustments that are needed.

Grants will be funded for the period of July 1, 2009 – June 30, 2010.

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